



Name				Group	
Skills specified in DiDA (<i>items in bold are level 2 skills</i>)	Yes	No	More	Review	Evidence
Create bitmap graphics					
☆ Use draw/paint tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Do freehand drawing using mouse or tablet pen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Edit bitmap graphics					
☆ Cut and move bitmap elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Crop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Copy and duplicate elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Combine graphics in a composite image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Edit individual pixels (magnify image first)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Apply special effects to a bitmap image					
☆ Use filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Apply transparency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use layers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Add text					
☆ Insert, format and edit text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Change colour, font and point size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adjust image and canvas size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adjust colour					
☆ Convert images to greyscale or BW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Make basic adjustments to colour balance (HSB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Understand where and how to use levels and curves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Use and customise colour palettes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Save bitmap images in appropriate formats					
☆ Save bitmap images as .SPP files for further editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Export bitmap images in universal file formats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Additional skills made easy in Serif PhotoPlus	Yes	No	More	Review	Evidence
Select regular-shaped areas of bitmap images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Select irregular-shaped areas of bitmap images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Apply a change to a selected area only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Apply an effect to a selected area only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Apply transparency to whole layers or only selections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Prepare bitmap images for print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transform text (use special effects)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fill text with a bitmap image (use text Selection tool)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Duplicate layers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Add layer effects e.g. drop shadow, bevelled edges, colour fill, outer glow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Add layer blend modes e.g. Multiply, Screen, Overlay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Change the stacking order of layers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clone elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use layout tools to align elements e.g. rulers, guides, grid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Combine images (= compositing) using layer masks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Combine images using the Extract command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Resize, distort, rotate elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Prepare bitmap images for print or screen					
☆ Use Print Preview to check layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Use advanced printer settings via the Options button on the print dialog box e.g. printer marks, colour separation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Use Preview in Browser to check your work in different browsers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Use the Export Optimiser to choose the best format and resolution for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		